

Appendix E: Internship Plan Template



Lamar University – M.Ed. in Educational Technology Leadership

Internship Plan: Field-based Experience Activity (Internship Plan Template)

The Field-based Experience component of the Internship Plan is a brief, but specific document indicating your overall approach to the Internship program. The Internship is organized around eight ISTE Technology Facilitator Standards, the 33 Performance Indicators and the 78 Performance Tasks. Using this document, you will identify the field-based activities you will approach and indicate which of the eight ISTE Technology Facilitation standards and 33 Performance Indicators were addressed in each activity. You should also provide a brief description of each activity, resource person, and a completion date for each activity. This activity should be completed with and approved by your site mentor.

You are to plan at least one activity in each of the 33 Performance Indicators found in the text. If an activity is applicable to more than one performance indicator it must be identified under all applicable tasks. Also, clearly indicate, with an asterisk (*), which activity is the project(s) you will be leading during your Internship.

Use this chart to develop your Internship Plan for Part 1 of your Week 5 EDLD 5306 assignment. When you open this file, immediately save it as “*yourname* Draft Internship Plan,” and work on this saved file as you revise and update your plan. To add more rows to this table, highlight the entire last row, right click, select “Insert”, and select “Insert Rows Below.”

Activity	ISTE Standard/ Performance Indicator (i.e., IV. A.)	Activity Summary	Resource Person	Projected Date of Completion
Maintain and update E-Rate	TF-II.C; TF-VI.E; TF-VII.A; TF-VII.B; TF-VIII.A; TF-VIII.D	Maintain planning and record keeping, and submit online forms, as required to secure and maintain E-Rate funding.	Dr. Tom Harvey	October 2010
Maintain and update technology plan and policies	TF-VI.A; TF-VI.C; TF-VI.D; TF-VIII.A; TF-VIII.D	Maintain and update District ePlan LRPT and technology policies for students and staff including AUP & WPP.	Dr. Tom Harvey	June 2010
Maintain and update District website	TF-V.D	Maintain and update District website, www.lvschools.net , as required.	Dr. Tom Harvey	October 2010
Maintain and expand servers, virtualization & cloud computing	TF-I.A; TF-III.B; TF-VI.E; TF-VII.A; TF-VII.B	Maintain and expand District servers, including VMware virtual servers and cloud computing vSphere servers.	Dr. Tom Harvey	October 2010
Maintain and expand infrastructure	TF-I.A; TF-III.B; TF-VI.E; TF-VII.A; TF-VII.B	Maintain and expand technology infrastructure including wired and wireless networking, switches, routers, firewalls, etc.	Dr. Tom Harvey	October 2010
Attend professional	TF-I.B; TF-II.C; TF-IV.A; TF-	Attend appropriate professional development sessions on	Dr. Diane Fisher	October 2010

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development	IV.B; TF-V.A; TF-V.B; TF- V.C; TF-VI.E; TF-VII.C	technology and instruction.		
Present professional development and presentations	TF-I.A; TF-II.B; TF-III.A; TF- V.D; TF-VI.A; TF-VI.D; TF- VIII.A; TF- VIII.C	Present professional development and multimedia presentations to teachers, staff, parents and the community.	Dr. Diane Fisher	October 2010
Participate in District planning and improvement processes	TF-I.A; TF-V.D; TF-VIII.A; TF- VIII.B; TF- VIII.C; TF- VIII.D; TF- VIII.E	Participate in District and campus improvement processes; including attending meetings and participating on committees.	Dr. Tom Harvey	October 2010
Plan & manage technology budget	TF-VI.E; TF- VII.A; TF-VII.B; TF-VIII.D	Plan and manage the LVISD Technology Department budget.	Laura Ramzinski	October 2010
Manage District-wide technology purchasing and planning	TF-I.A; TF-II.A; TF-II.B; TF-II.C; TF-II.D; TF- VI.E; TF-VII.A; TF-VII.B; TF- VIII.A; TF- VIII.B; TF- VIII.D	Oversee and manage District technology purchasing and planning for campuses and offices.	Laura Ramzinski	October 2010
Facilitate STaR Chart administration	TF-I.A; TF- IV.B; TF-IV.C; TF-VIII.D	Facilitate administration of Texas Teacher and Campus STaR Chart assessments.	Dr. Tom Harvey	October 2010
Convert to new online gradebook	TF-I.A; TF-II.E; TF-IV.A; TF- IV.B; TF-IV.C; TF-V.D; TF- VII.A	Oversee conversion process from GradeSpeed to txConnect online gradebook and parent access portal.	Dr. Tom Harvey	August 2010
Form and lead Instructional Software Committee *	TF-I.A; TF-II.A; TF-II.B; TF-II.C; TF-II.D; TF-II.E; TF-II.F; TF- III.A; TF-III.B; TF-III.C; TF- III.D; TF-III.E; TF-V.D; TF- VI.A; TF-VI.B; TF-VII.A; TF- VIII.A; TF- VIII.B; TF- VIII.C; TF-	Form and lead the LVISD Instructional Software Committee (ISC) to manage the software change process by evaluating the instructional and technological efficacy of all campus' software.*	Dr. Tom Harvey	October 2010

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	VIII.D; TF-VIII.E			
Plan and implement Special Ed Virtualization Project *	TF-I.A; TF-II.B; TF-II.C; TF-II.D; TF-II.E; TF-II.F; TF-III.A; TF-III.B; TF-VI.E; TF-VII.A; TF-VII.B; TF-VIII.A; TF-VIII.E	Plan and implement the transformation of Special Education classroom technology to a VMware/vSphere desktop virtualization environment utilizing thin clients with multi-homing capability.*	Dr. Tom Harvey	October 2010

* = Internship Project